

NEWS & NOTES

WELCOME FROM OUR CHIEF HUMAN RESOURCES OFFICER

Happy Fall Warhawks!!! This is my favorite time of year!

Below are some important things to make sure you read more about in this month's edition.

Benefits Open Enrollment (OE) has begun! The 2024 Annual Benefits Enrollment (ABE) period is from September 25 – October 20, 2023. This is your annual opportunity to enroll in or make changes to most of your benefits. Changes made during ABE are effective January 1, 2024. To find out more, including any changes that may affect you, please read the benefits section below.

Pay Plan: We have been working with UW System to make sure we are ready to go with the Pay Plan implementation, when we get the final decision from the Joint Committee on Finance. You can find more information at <https://www.wisconsin.edu/ohrwd/payplan/>

HR Happenings: Please join the HR Department on November 16, 2023 in UC 259 for a session of HR Happenings. We will be debuting the "U Matter" Wagon as well as providing information, news and updates on all things, HR related. There will also be time for a question and answer period.

Just another reminder to make sure you are using the new I-9 form form!!! Checkout the Talent Acquisition section for details!

As always, thank you for taking the time to read our newsletter! If you have questions about any of our subject areas, please refer to this or past editions of the newsletter. Go to our News & Notes webpage located [here](#)

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Connie Putland
Chief Human Resources Officer
Human Resources



The best way to predict your future is to create it.

La mejor manera de predecir tu futuro es crearlo.



What do you think of the HR Newsletter? Please let us know [here!](#)

BENEFITS

Open Enrollment September 25, 2023 - October 20, 2023

The Annual Benefits Enrollment (ABE) period starts Monday, September 25 and goes through Friday, October 20, 2023. Take this time to review your benefits and enroll or make changes. Changes made during ABE are effective January 1, 2024.

Review

Review your current benefit enrollments in the [MyUW portal](#). Use the [View Benefits Summary Tipsheet](#). Visit the [ABE web page](#) for information regarding Benefit Changes for 2024 and the following resources:

- ABE 2024 Highlights [video](#)
- Department of Employee Trust Funds (ETF) [Health Benefits Decision Guide](#)
- Benefit plan comparisons

Decide

You may be eligible to enroll in, change, or cancel coverage for the plans listed below. For some plans you can add or remove dependents.

You must re-enroll in these plans each year to participate:

- **Flexible Spending Account (FSAs):** Health Care FSA, Limited Purpose FSA, and Dependent Day Care
- **Health Savings Account (HSA):** Required if you enroll in a High Deductible Health Plan (HDHP)
- **State Group Health Insurance Opt-Out Incentive**

Enroll

Beginning September 25, enroll using the MyUW portal. The [ABE Self-Enrollment Guide](#) can assist you with the enrollment process.

All enrollments and changes must be submitted by 4:30 p.m., Friday, October 20, 2023

After you enroll, you will receive an e-mail within 24 - 48 hours with instructions on viewing your Confirmation Statement for elections effective January 1, 2024. Review your Confirmation Statement to ensure your elections and dependents are accurate if they are not please contact our office at worksitewellness@uww.edu.

For more information, review the [ABE web page](#). If you have questions after reviewing the available resources, reach out to: benefits@uwss.wisconsin.edu or (888) 298-0141

Need help with Open Enrollment? HR will be offering **Benefit Enrollment Assistance Sessions (B.E.A.S)** again this year, appointments are required. To schedule an appointment visit the [Worksite Wellness Website](#). When scheduling an appointment please indicate if you wish to meet in person or virtual.

Watch for additional communications in your email and visit your MyUW portal for articles and additional resources.

KEPRO Workshop - Dealing with Sleep Issues

Wed, October 25, 2023 from 12:00pm - 1:00pm.

Do you have difficulty sleeping? Check out this program where you will explore sleep disorders and their causes (circadian rhythms, insomnia and snoring/sleep apnea), discuss the benefits of sleep studies and examine sleep's relationship to stress and the release of cortisol. Additionally, you will identify ways to address insomnia and leave with helpful resources.

*See the [Worksite Wellness website](#) to register

ETF October Webinars

Preparing for Your Retirement

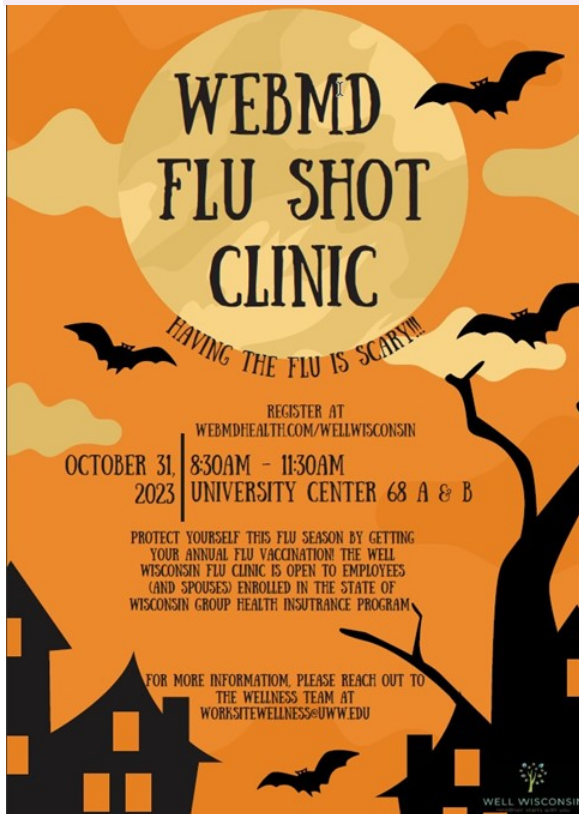
Wed, October 4, 2023 6:00pm - 7:00pm

Tue, October 17, 2023 6:00pm - 7:00pm

Thu, November 2, 2023 11:00am - 12:00pm

To register, go to: <https://register.gotowebinar.com/rt/7817059707818435598>

WELLNESS



Flu Shot Clinic:

Tues, October 31st from 8:30am-12:30pm UC 68 A & B

Don't leave money on the table!

Earn your **\$150 incentive** in 2023 by completing the health assessment, a health check, and one well-being activity by **October 13, 2023**.

Review the well-being activity options on the [WebMD](#) website or through the Wellness at Your Side mobile app (code: SOWI). For more details visit [here](#)

Warhawks in Motion Success Story:

"Our team, *The Defeaters*, consisted of four of us from CoBE and my husband, John Klinger, from UW-Rock County. I talked him into joining the team as a good way for us to jumpstart walking more together. He dove into the challenge, setting his goal of walking 10,000 steps daily. By August 15th, he had reached his goal weight and felt much more energetic. He's continuing the 10,000 steps a day challenge on his own and with added incentive from our older son, who has bet him \$200 that he can't walk 10,000 steps a day for 200 days! John's almost halfway to that next goal! We hope our son has been saving his money!" - Submitted by Kelly Delaney-Klinger



WAY TO GO JOHN!!



U MATTER Updates

Look what's hanging up at the entrance of Winther Hall, way to go COEPS! Keep spreading the message!

Our own Chancellor, Dr. King, DJ Judah with his son CJ, and Ramon Rocha Sr. participated together in the Discover Whitewater Series 5K. Nice work!

If you see ways on campus that the U Matter messaging is being shared or if you or your department are doing things that you would like to share please send us the info by emailing worksitewellness@uww.edu!

U MATTER at U Rock!

When: Wed, October 25, 2023 10:30am - 12:30pm

Who: Everyone at Rock County Campus!

Where: HS120

Stay up to date on Benefit and Wellness opportunities by checking out the [Worksite Wellness](#) website!

Welcome from the Chancellor followed by a stream of "The Power and Practice of Creating a Culture of Mattering" by Zach Mercurio. Followed by food, fun and FREE T-shirts outside (weather permitting)

TRAINING & PROFESSIONAL DEVELOPMENT

ATP/Workday Update(s)

The recording for the previous Workday Walkthrough [“How to Fund Positions in Workday”](#) session is now available for all UW faculty and staff to view with a UW login.

The next session “What Can a Manager Do in Workday” will cover the tasks managers will be able to perform in Workday, including viewing information about their team or direct reports, approving requests for time off, approving timesheets, and more.

When: Thursday, October 12 from 3:00 – 4:00 p.m.

Who: All Managers

Where: [Zoom Webinar](#)

Curious to learn more about ATP/Workday? Visit the [FAQ page!](#)

Join us for ATP Workday Updates on Wed, November 1, 2023 from 10:00 -11:00am at the UC 76 in Summers Auditorium. Brenda Jones and Sara Deschner will share updates on this important project.

Training & Development

The UWW Supervisor Fundamentals & Resources Training will be held on October 17. If you have not received an invite for this and would like to attend, please let [Gina Elmore](#) know. This training is intended for those that have not yet participated in a supervisor training, newly appointed supervisors, or for those that would like to refresh their knowledge on Supervisor basics. This supervisor training will establish a strong foundation by covering various administrative processes and policies.

If you missed the Communication Workshop, please contact me to have a tailored workshop to meet your needs. Here is a comment from a recent Communication Workshop:

“This workshop was so helpful - both in terms of recognizing the communication styles of my colleagues, but even more importantly, in terms of learning how to use that recognition to facilitate the best communicative interactions possible as a department! Gina was a very engaging presenter, and I highly recommend this workshop, in general!” – Beth Swanson

If you would like other individual or departmental support for customized trainings, workshops, and team building activities, please contact Gina Elmore at elmoreg@uww.edu

TALENT ACQUISITION

Recruitment

You can find all of our recruitment policies and best practices on our website

<https://www.uww.edu/adminaffairs/hr/recruitment>

If you are in need of filing a vacancy with an emergency hire appointment please view our Emergency Hire Policy: <https://www.uww.edu/adminaffairs/hr/recruitment/tam-best-practices>

CBC Charges Change:

****As of 7/1/2023 HR will be passing the charge of CBC's to the hiring department. The base cost is \$23.54 per background check. This may be slightly higher if the check is in a state that does not have on-line records. When completing the CBC request form you will be required to include the department funding string****

Academic Contract dates to submit E-Rehires for Instructional Staff for the 2023-2024 Academic Year:

Fall Semester: 8/21/2023 - 1/3/2024

Spring Semester: 1/4/2024 - 5/17/2024

New I-9 Forms!!! Please make sure you are using the updated I-9 form dated **8/1/2023** with your new hire paperwork. Any old I-9 forms received **after 10/31/2023 will be turned away**. Please reach out to the HR department if you need updated I-9 forms.

MSC vs. Inter Institutional Employment Overload

Are you trying to pay a UW-System employee for a job they performed at UW-Whitewater?

- If the payment is for less than \$1,000 total use a Miscellaneous Service Contract
- If the payment is for more than \$1,000, but the employee is less than a 1.0 FTE use a Miscellaneous Service Contract
- If the payment is for more than \$1,000 and the employee is a 1.0 FTE use the Inter Institutional Employment Overload form
- The Inter Institutional Employment Overload form needs to be signed by the Department Chair, Dean and Provost. It also needs to be sent to the employee's home institution for the same signatures to be processed for payment.

Both forms can be found on the HR Website <https://www.uww.edu/adminaffairs/hr/forms>

***All Student Employees should be paid through Student Employment Tool, regardless of home institution.**

For more information or questions on any of these subjects, please contact one of our [HR Subject Experts](#)

PAYROLL

DID YOU KNOW?

The Annual Sick Leave Reduction process is taking place. This applies to Faculty, all Academic Staff and Limited employees. Please be sure to review your portal for any outstanding leave reports. If you have further questions, please reach out to payroll@uwss.wisconsin.edu as soon as possible.

DID YOU KNOW?

If you need any help, reaching out is very easy. You can contact a subject matter expert at payroll@uwss.wisconsin.edu or on campus at payroll@uww.edu. No matter who you contact, we will be sure you get your answers timely and accurately.

Direct Deposit and W4 Online Forms

Reminder: Direct Deposit and W4 forms can be completed Online, through MyUW student portal, for all student employees. Hard copies can still be submitted. If these forms are not submitted with the hiring packet, effective 7/2/2023, it will be assumed that the student will be submitting these documents Online. Please reach out hr@uww.edu with any questions or concerns.

- If you need further information about the biweekly payroll process please visit [here](#)
- The 2023 bi-weekly payroll calendar can be accessed [here](#)
- If you have further payroll questions, please do not hesitate to reach out to us at payroll@uww.edu

IMMIGRATION

Attention UW-W International Faculty!

U.S. Citizenship and Immigration Services is issuing policy guidance in our Policy Manual to clarify the types of evidence that we may evaluate to determine eligibility for extraordinary ability (E11) and outstanding professor or researcher (E12) [EB-1 immigrant visa classifications](#).

The update adds clarifying guidance describing examples of evidence that may satisfy the relevant evidentiary criteria or qualify as comparable evidence, as well as considerations for evaluating such evidence, with a focus on science, technology, engineering, or mathematics (STEM) fields.

The new guidance provides more clarity and transparency and should assist petitioners in submitting appropriate evidence that may establish the beneficiary's eligibility.

For more information, see the [Policy Manual](#).

TITLE IX

October is Domestic Violence Awareness Month

Domestic Violence is an issue that affects communities across Wisconsin. Resources are available to employees and students who are victims or survivors of domestic violence. Wisconsin assists survivors through a variety of programs and grants, including Safe At Home – Wisconsin’s address confidentiality program, the Violence Against Women Act (VAWA) STOP Program, and the Missing & Murdered Indigenous Women (MMIW) Taskforce.

According to the Wisconsin Department of Justice, “When one intimate partner strives to maintain power and control over the other partner, domestic violence occurs. This control-seeking behavior might manifest as verbal or emotional abuse, intimidation, isolation, economic abuse, physical abuse, sexual abuse, or other abuses. The trauma caused by these abusive behaviors can have a significant impact on survivors and even be fatal.” The 2021 Wisconsin Domestic Violence Homicide Report revealed that 80 people died as a result of domestic violence homicides in Wisconsin the previous year. The 2022 report states that as of December 28, 2022, 102 Wisconsin lives have been lost to domestic violence in 2022. That’s one person killed every 3.5 days.

If you or someone you know is in need of resources, contact Vicki Schreiber, Title IX Coordinator or one of the resources listed below:

New Beginnings, APFV

New Beginnings provides comprehensive, compassionate, **confidential and free** support and services to people affected by domestic abuse, sexual violence, stalking, harassment, and human trafficking. This includes crisis intervention, legal advocacy, safety planning, individual counseling, housing advocacy, children’s services, medical advocacy, and information and referral to other relevant community resources.

Website: <https://www.newbeginningswalworth.com/>
24 Hour Helpline: 262-723-4653
E-mail: newbeginningswalworth@gmail.com
Locations: 20 N Church Street, Elkhorn, WI 53121 and
143 W. Main St., Whitewater, WI 53190

YWCA of Rock County

The YWCA of Rock County assists domestic violence victims in crisis with a 33-bed shelter and case management. The shelter helps those fleeing domestic abuse. Beds, linens, food, clothing, and personal care items are all provided. Services are free and confidential

<https://www.ywcarockcounty.org/what-were-doing/domestic-violence-services/alternatives-to-violence-program/>

24-Hour Crisis Line: 608-752-2583 or text 608-371-9288
Location: 1735 S. Washington Street,
Janesville, WI 53546
Website: <https://www.familyservices1.org/>

Defy Domestic Abuse Beloit

Family Services, with assistance of others, acquired and renovated the shelter for Defy Domestic Abuse Beloit. Domestic abuse is not just physical. It is holding power over someone in order to control them. That power can be any, all, or any combination of physical, verbal, sexual, financial, emotional, or social. Defy Domestic Abuse provides free, confidential services

National Domestic Violence Hotline: 800-799-7233
Website: <https://www.familyservices1.org/defy>
24-Hour Helpline: 608-365-1119 or 866-666-4576

FROM THE FRONT OFFICE

October ADHD/Breast Cancer/Down Syndrome/Domestic Violence Awareness Month

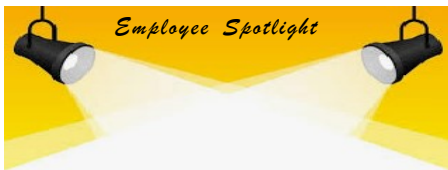
- 10/1 International Coffee Day
- 10/9 Columbus Day
- 10/16 Boss' Day
- 10/17 Pasta Day
- 10/31 Halloween



Campus-wide Safety Awareness:

- Risk & Safety Posters
- Risk & Safety Newsletters

The Human Resources Office is open regular hours Monday - Friday 8:00am - 4:30pm, we request that visitors please call ahead at (262) 472 - 1024 or email hr@uww.edu to schedule an appointment.



Our very own **Jim McLernon** was awarded several ribbons this year at the Walworth County Fair for his photography. Pictured below are his photos and numerous ribbons. Jim is standing with his First Place photo and ribbon, the category was Walworth County Roadscapes.

CONGRATULATIONS JIM!!

